



**Youth Services Associate (Part-Time)**  
**Revised July 10, 2025**

**Library Location:** Monroeville Public Library-34 Monroe Street, Monroeville Ohio 44847

**Position Hours:** 10-15 hours per week, primarily daytime shifts; flexible schedule with opportunity to pick up additional shifts as needed.

**POSITION SUMMARY**

We are seeking a friendly, energetic Youth Services Associate to join our team on a part-time, flexible basis. This role supports our youth programming and daily operations within the Youth Services department.

**REPORTING RELATIONSHIPS**

Reports to the Library Director

Works closely with the Youth Services Librarian and Adult Services Librarian

**MAJOR RESPONSIBILITIES**

1. Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines and shelving books.
2. Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
3. Provides reader's advisory, reference and other patron assistance service.
4. Works proficiently with basic computer software.
5. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
6. Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
7. Assists with opening and closing duties.
8. Attends continuing education classes and/or webinars that are relevant for position.
9. Assists with special projects, events and outreach.
10. Perform a storytime for children preschool age. Preplanning and working with the Youth Services Librarian.
11. Summer Reading Program responsibilities in conjunction with Youth Services Librarian.
12. Help make selections for library materials in the youth section.

13. Be continuously learning about youth services, early literacy, and reading support.
14. Create artistic bulletins and book displays in the youth section.
15. Follows and carries out MPL policies and procedures.
16. Performs other related duties as required.

#### JOB KNOWLEDGE, TRAINING AND EXPERIENCE:

- Some years of library work experience, continuing education courses or customer service work experience.
- Experience working with youth is preferred.
- Ability to work well with the public is required.
- A valid driver's license is required or reliable transportation to work.
- Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

#### EQUIPMENT OPERATED:

Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners and various audio visual equipment.

#### ABILITY AND SKILLS:

- Ability to gain proficiency using WorkFlows.
- Ability to use computer software including Publisher, Excel, Word, Google Docs, and Canva.
- Ability to establish a positive working relationship with library staff and the general public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to maintain high standards of library service.

PHYSICAL EFFORT: Position requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required.

WORKING CONDITIONS: Majority of this position is inside. Occasional travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening working hours.

MONROEVILLE PUBLIC LIBRARY is an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sex, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.

#### COMPENSATION:

Youth Services Associate: \$12.50 - \$14.50